



# Project Risk Management Single Subject Certificate Level 2

Guide for candidates

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## Introduction

APM Project Risk Management Single Subject Certificate Level 2 is designed to determine an individual's knowledge, understanding and capability in project risk management sufficient to allow an individual to undertake formal project risk management

The exam lasts three and a quarter hours in which you must answer three questions. Question one is compulsory; you then have a choice of 2 further questions from a choice of 4.

Please take time to read and understand these guidance notes. They outline the exam regulations and will provide you with all you need to know about applying and taking the exam plus details on receiving your results.

## Applying for an exam

### Completing your application form

To apply to take an exam, you should complete a qualifications application form available from the APM qualifications department, an APM Accredited Provider or online at <http://www.apm.org.uk/qualifications.asp>.

You should complete all sections of the form and send it to the APM office no later than midday 5 working days before the exam date. We will not be able to process any applications received after this time.

When completing your application form, please ensure:

- you complete it in block capitals using black ink. Please be aware that all correspondence, including your results, will be sent to the nominated address on the form. Faxed or photocopied forms cannot be accepted.
- your exam date and venue is complete.
- your appropriate fees have been paid either through your Accredited Provider or directly to APM.
- your individual or corporate membership number, if applicable, is clearly stated.
- you have marked whether you are re-sitting an exam on the top of the form. If this is not indicated, you will automatically be charged the full exam fee.

Most candidates take Project Risk Management Single Subject Certificate Level 2 through an APM Accredited Provider who will advise you of the date, venue and timing of your exam.

Some candidates prefer to take their exams at an open exam centre. When you submit your form, the APM qualifications department will inform you of the date and venue of your exam.

## Taking the exam

### Exam rules

1. Attend the exam venue at least 20 minutes before the exam is due to start; no late arrivals will be permitted into the exam room.
2. Provide photo evidence of identity e.g. driving licence, passport, work or student ID.
3. Be familiar with the 'Rules for Conduct' in the exam room.
4. Remain in the room of the exam for at least the first 30 minutes and not leave during the last 15 minutes until all the papers have been collected. You should only leave the room in an emergency or if you have been excused or directed to leave by the invigilator.
5. Refrain from communicating with any other candidate or with any other person present in the room, except the invigilator, during the exam.
6. Refrain from behaviour that might cause annoyance to other candidates.
7. Refrain from smoking or eating (unless expressly permitted. Candidates need to advise the APM qualifications department of any special requirements at least 5 days prior to the examination date).
8. With the exception of the *APM Project Risk Analysis and Management Guide*, refrain from bringing any written or printed material into the exam room; all books (excluding translation dictionaries, with prior permission from APM), bags, mobile phones, or other communication devices and other objects should be left where the invigilator directs.
9. Generally conduct themselves in a way which will make it possible for the exam to be carried out without hindrance or annoyance to other candidates or to the invigilator.
10. Return all exam paperwork to the invigilator before leaving the exam room.

### Exam materials

In preparation for taking your exam, please ensure you bring with you:

- a non pre-programmable pocket calculator
- a translation dictionary (with prior permission from APM)
- coloured pens to annotate tables and diagrams.

Dictionaries and calculators will be checked by the invigilator before the exam commences.

## Exam procedures

1. The exam will last three and a quarter hours including reading time. You will also be given an additional two minutes at the end of the exam to collate your papers.
2. The question paper will contain 5 questions.
3. You are required to answer 3 questions. Question 1 is a compulsory case study based question; you will then be offered a choice of 2 further questions from a selection of 4. 2 of these questions will be case study based, 2 will be stand alone. You can answer both case study questions, both stand alone questions or anyone from each. If more than 3 questions are attempted, examiners will mark the first 3 provided.
4. Question 1 carries 50% of the overall marks (100 marks) for the paper. All other questions carry 25% of the overall marks (50 marks) available
5. Answers must be written on one side only of the A4 paper provided in pen (black or blue ink preferred).
6. You will receive an envelope with your candidate roll number; this must be entered onto each answer sheet submitted together with the question number and page number.
7. Candidate scripts will NOT be marked if your exam paper is not returned with your envelope and therefore will automatically fail.

## Answering questions

Questions should be answered in full in a legible form. Each question should start on a new sheet of paper and marked clearly at the top. Questions that require calculations should include each formula used and to show your workings as well as your final answer.

Please take note of key words in each question:

**List:** A simple list of terms or phrases with no description or explanation of what each term or phrase is or means. Candidates are not required to give a structured sentence.

**State:** A coherent single sentence that summarises, for each point, what something is or means.

**Describe:** A clear description of what is understood by a term or phrase. Each point requires a short paragraph made up of more than one sentence.

**Explain:** An explanation making clear the meaning and/or relevance of an idea or concept. Each point requires a paragraph made up of two or more sentences.

**Draw:** The translation of given data and/or information to a graphical form based on previously learned techniques.

**Calculate:** The interpretation of given data and/or information to new information based on previously learned formulae. Questions which include calculations require the candidate to include each formula used and to show their workings as well as the final answer.

**Prepare:** Applying information to a predefined template or existing technique to produce an output

**Appraise:** An appraisal of both the strengths and weaknesses/pros and cons of a specific course of action and its applicability to a particular scenario. Each point should be made up of at least five coherent sentences

## Completing your exam booklet

Please see below a working example of how to complete your exam booklet.

### Project Risk Management Single Subject Certificate Level 2 – Exam paper

Candidate roll number .....  
Date of exam .....  
Location of the exam .....

**General notes**  
Time allowed: 3<sup>1</sup>/<sub>4</sub> hours

You will find this on the front of your examination envelope

### Answer 3 questions

There are 5 questions, question 1 is compulsory. You then have a choice of 2 from 4 questions  
Use ink, to answer all questions.

### On completion of the exam

- Please collate your answer sheets into question number order.
- Complete the information below before inserting this booklet and your answers into the envelope provided.

Question number	Number of pages	Office use only
		Insert the number of pages per question here

Do not open this paper until instructed by the invigilator.  
Please note: This question paper must not be removed from the exam room.

## Your results

### Marking

Question 1 carries 100 marks (50% of the overall marks available). All other questions carry 50 marks (25% of the overall marks available). You will need to score 60%\* of the total marks available to pass.

Examiners will allocate marks for each question that is answered and candidates should work to pass each individual question.

### Notification of results

You will be notified of your results by post within 10 weeks of completing the exam. Accredited Providers will also be notified of results, unless otherwise stated on your application form. You will receive notification of your total mark and the score achieved for each question. Feedback will only be given for the questions you have failed.

Please note APM cannot give results over the telephone or via email.

### Borderline results

If your paper is a borderline pass or fail it will automatically be re-marked by another marker. Both of the markers' scores will then be sent to the chief moderator for a final judgement.

### Appeals

You may appeal against the decision of the examining body on the grounds of bias, disregard of APM regulations, failure to consider relevant additional information provided or an administrative irregularity. No appeal can be heard relating to the technical judgement of the examiners.

An appeal must be made in writing to the APM qualifications department. To help you provide the necessary information concerning an appeal, the appropriate form may be obtained from the APM qualifications department.

Your appeal must be received by APM qualifications department no later than 15 working days of your exam date.

### Re-sits

In the event of a failed exam, we recommend you allow a three month interval for revision before re-sitting the exam. You can re-sit the exam earlier if you wish but we do not advise this.

Candidates can either re-sit through an APM Accredited Provider or register to attend one of the quarterly open exams. For more details visit our website [www.apm.org.uk/APMP.asp](http://www.apm.org.uk/APMP.asp)

\* As part of APM quality processes this is reviewed periodically

## Special arrangements

### Illness

If you are unable to attend your exam due to illness you must inform the APM qualifications department immediately either through your Accredited Provider or directly to APM. A medical certificate signed by a doctor must be provided within 5 working days of the exam.

### Cancellations

If you withdraw from the exam between 1 to 5 working days (UK), or between 1 to 10 working days (international) before the exam, a cancellation fee will apply. Details of which are available from the APM qualifications department. Failure to attend the exam results in the full fee payable.

### Dispensations

Access to the facilities or arrangements described here can be granted to candidates with disabilities/learning difficulties who apply to the APM qualifications department. A dispensation may be allowed for candidates with a medical or physical condition that prevents them from completing the exam within the normal regulations. This must be supported by a medical certificate or other relevant medical documentation from your GP or other relevant medical professional. This must be stated at the time of application.

All medical evidence must be received by midday at least 5 working days before the exam, failure to do so will result in the dispensation not being granted.

### Extra time

Extra time is available if you have dyslexia or a medical requirement supported by relevant medical documentation. This is typically an additional 60 minutes.

### Scribe

A scribe is someone to whom exam candidates can dictate their answers during the exam. Scribes can be made available to candidates who have dyslexia or difficulty writing. Such candidates will sit their exams in a separate room with their scribe who will also act as their invigilator. The scribe will be a representative of APM and will not have knowledge in the field of project management. Extra time will usually be given in instances when a scribe is used.

### Use of a PC

PCs can be made available to dyslexic candidates or those with medical conditions who find it easier to type out their answers. If a PC is used, the candidate concerned will sit their exam in a room away from other candidates. Exam answers will normally be written in Microsoft Word. Microsoft Excel or other packages allowing calculations cannot be used. Extra time is allowed for printing.

### Other aids/equipment available

Large print papers may be produced for partially sighted candidates or dyslexic candidates with prior arrangement with the APM qualifications department. Requests for large print papers must be received by midday at least 10 working days before the exam date. Candidates may bring cushions, special seats and any other resting aids by prior arrangement with the APM qualifications department.